

CHAPTER IV - CURRICULUM POLICY

1 CURRICULUM PATTERN

Students are responsible for ensuring that all academic requirements of the diploma, certificate, or applied degree program in which they are registered are met.

1.1 Prerequisite Courses

Certain courses are pre-requisites for others and therefore, must be completed in a specific sequence. It is the student's responsibility to ensure that all pre-requisites have been successfully completed in order to progress into the next semester.

Continuing Education students should check with the Program Co-ordinator for policies pertaining to Continuing Education.

1.2 Fast Track Program

Students have an opportunity to complete their programs faster when:

- they have been granted Advanced Standing in a program, or
- the program is offered through the summer semester.

1.3 Program Cancellation or Changes

George Brown College regularly surveys employment opportunities and revises and updates its programs accordingly. If at any time it becomes clear to the College that employment prospects for any program are limited, or for any other compelling reason related to a College offering, the College reserves the right to:

- replace, update, defer, limit or cancel such program/course offerings
- revise or replace certain semester courses or sections thereof.

2 DIPLOMA, CERTIFICATE, AND DEGREE PROGRAMS

A diploma, certificate, or degree program is a prescribed sequence of semester courses that meets the requirements for a College certificate, diploma, or degree. These programs are developed and offered under the authority of one of the divisions/faculties/ programs of the College.

Under the provisions of this policy, a comprehensive listing of all diplomas, certificates, and degrees issued by George Brown College is maintained. Where diplomas, certificates, and applied degrees can be earned sequentially, such sequences will be identified as part of that listing under the authority of this policy.

2.1 Collaborative Programs

Degree level programs may be collaborative programs with other universities where the degree is granted by the university. Students must meet all the requirements as determined by the degree granting institution. In a collaborative program students may receive diplomas from the college as part of the degree level studies. Students must meet the all requirements for the diploma.

2.2 Degrees with Applied Focus

Under the authority of the Post-Secondary Education Choice and Excellence Act 2000, the college may also grant a degree with an applied focus. Consent for offering the degree is given by Ministry of Training, Colleges and University upon the recommendation of the Post-Secondary Quality Assessment Board (PQAB). All degree programs granted under this act will undergo a recertification process carried out by PQAB five years from the date of consent.

3 DIPLOMA, CERTIFICATE, AND DEGREE COURSES

Diploma, certificate, and degree courses are those in which the primary emphasis is on material related directly and practically to the field of work for which the student is preparing. Successful acquisition of appropriate skills and satisfactory performance in field placements are the required ingredients for success in certain courses. For these, a satisfactory level must be achieved in both theory and field placement before a passing grade may be granted.

3.1 Duplicate Use of Credit and Course Equivalency

Where George Brown course credits (whether earned directly, granted as equivalent, or obtained through Advanced Standing) have been used toward the granting of a certificate or diploma, these courses may be used toward the granting of subsequent certificates or diplomas when:

- such a sequence of certificates/diplomas is approved by the College,
- a specific course is common to both certificates or diplomas, or
- a specific course required in the subsequent program is deemed to be the equivalent of a course completed in the first program.

Duplicate use of credits may be denied by the receiving College official(s) where competence in the relevant course(s) cannot be clearly demonstrated or documented.

Applying diploma level courses to a degree program will be determined on a case-by-case basis by the Faculty or the Institution granting the degree.

4 RESIDENCY REQUIREMENTS

A Faculty of George Brown College may recommend a student for a certificate or diploma or degree only after the student has earned a minimum of 25% of the credit for that certificate or diploma, over and above Advanced Standing and Prior Learning Assessment credits (as they are defined in the College grading and promotions policies) and under the authority of the recommending Faculty.

5 COURSE OUTLINES

Students registered in each course receive a copy of the course outline at the start of the course.

5.1 Annual Review

Course outlines are approved for one academic year by the relevant program and are reviewed annually.

5.2 Outline Components

Course outlines contain the following elements:

- course name and code
- *College Policy on Plagiarism and Academic Dishonesty*
- credit hours
- pre-requisites and co-requisites
- effective date
- Prior Learning Assessment and Recognition (PLAR) eligibility
- Equity Statement
- outline of student responsibilities
- course description
- course outcomes
- delivery methodology (lectures, group work, online, etc.)
- list of textbooks and other supplies required
- testing policy
- assignment policy
- evaluation system
- grading system in use by George Brown College
- topical outline.

Students may also be provided with an approved Section Addendum to the College Course Outline, which details the name of the professor for the section, his/her office hours for student consultation, test and assignment schedules for the section, standards for projects and assignments, and any variation in the mode of instruction.

Students are expected to be knowledgeable of the contents of the course outline and to discuss with the professor any areas where clarification is required.

6 PROGRAM ELECTIVES

Programs, both full time and part time, allow, as appropriate, the inclusion of course electives.

6.1 Course Electives

A course elective is defined as a course that does not form part of the base core academic requirements for a program but is, rather, a course of study selected by the student that:

- is of immediate interest to the student, and/or
- will enhance the student's general body of discipline-specific knowledge but is beyond the base core academic requirements as specified for a program.

The inclusion of course electives allows students the opportunity to "stylize" their college program to more readily meet their immediate, personal needs.

Course electives are divided into two subsections:

- discipline-specific electives
- general electives

6.2 Selecting Electives

As part of the registration procedure, the Registrar will ensure that all new students to the College:

- are advised of the procedures with respect to electives selection, and
- are aware of the listing of electives that are available to them.

7 GENERAL EDUCATION/LIBERAL STUDIES

In the community college milieu, general education/liberal studies may be defined as those elements of the curriculum that, although not directly related to the specific skills development of the student, are regarded as leading towards the overall betterment of the student as a contributing member of the community.

General education and liberal studies should:

- enhance the student's ability to reason, to appreciate, and to communicate effectively
- encompass life skills and promote a sense of worth in the student.

These studies should not necessarily be regarded as a separate didactic component of curriculum but rather form part of the fabric of all curricula offered to students.

The College is responsible for ensuring that, in accordance with prevailing ministerial policies and the needs of society and students, all College academic programming contains general education elements.

7.1 General Education Course Requirements

A two-semester program requires two general education courses, one of which may be mandatory. A four-semester program requires four general education courses, two of which may be mandatory, and a six-semester program also requires four general education courses, two of which may be mandatory.

Students are required to choose at least one general education elective from **two** of the following broad content areas:

- Art and Humanities,
- Social Sciences, and
- Science and Technology.

7.2 Liberal Studies

Liberal Studies courses are degree level courses that develop:

- breadth and depth of understanding and knowledge of the social, historical, and cultural context in which students live and will work
- critical thinking ability and analytic skills, as well as writing and oral communication skills.

The number of and level of liberal studies required will be established by the degree level program.

UPPER AND LOWER LEVEL COURSES

Every liberal studies course must be classified as an upper or lower level course:

- Lower level liberal studies courses are broad based or survey courses that introduce students to the discipline.
- Upper level liberal studies courses may be a more specific examination of a subject area and have more advanced requirements of how the students are expected to synthesize and evaluate the content. The level of writing and the amount and type of reading expected is more advanced.

8 GENERAL EDUCATION EXEMPTIONS

Some students may be eligible for exemption from general education/liberal studies electives and/or courses. These students must apply for an exemption from the Interdisciplinary Studies (IDS) Co-ordinator. To be eligible for exemption, students must meet the minimum exemption requirements. The Program chair or designate has the authority to grant or deny exemption requests.

8.1 General Education /Liberal Studies Required

Some general education/liberal studies courses are program requirements and require specific equivalent courses. Students must consult their department regarding these courses.

8.2 General Education/Liberal Studies Elective Exemption

To be exempted from a general education elective, students must have taken a college or university credit (minimum mark of C-) in a general education course not previously used for exemption.

8.3 Foundation Course Exemption

Students may be exempted from General Education Foundation (GNED 1003) if they have taken:

- two OAC credits and obtained a minimum grade of B- in two different areas (Arts/Humanities, Social Science, Science and Technology), or
- a college or university credit in a general education subject and received a minimum mark of C-.

Students must provide the required documents (usually an official transcript and supporting documents).

8.4 Processing Requirements

Exemptions will not be processed until the student is registered and all fees are paid or deferred.

8.5 Class Attendance

It is the students' responsibility to attend classes until exemptions are granted.

8.6 Course Drop Form

Students who have completed (passed) equivalent courses in other programs at George Brown College should visit their current department and complete a course drop form. Students must apply for an exemption no later than the end of the second week of classes.

9 ACCOMMODATION FOR RELIGIOUS OBSERVANCE

George Brown College is committed to respecting religious beliefs and practices of all members of our community, and making accommodation for religious observances in each tradition. Every effort will be made to avoid scheduling in class or formal examinations on days of special religious significance throughout the year.

The schedule of dates for religious holidays will be compiled by the registrar and circulated with the critical dates calendar. The list of religious holidays will be consistent with those in the Ontario Public Service religious holiday policy. Faculty should inform students of the existence of this policy and protocol in the first two weeks of classes. However, when there is a conflict the student will follow the protocol below for accommodation.

The Council of Regents lists all Christian and non-Christian holidays on their web site:

<http://www.ocor.on.ca/english/links/pdf's/christ2002.pdf>
<http://www.ocor.on.ca/english/links/pdf's/nonchrist2002.pdf>

9.1 Notifying Course Instructor

Students requiring an accommodation for a religious holiday should notify the course professor if possible two weeks prior to the required accommodation using the Request for an Academic Accommodation Agreement found in Appendix L. It is the student's responsibility to contact the professor to arrange the accommodation for a test, exam, or clinical placement, work placement or any other academic situation that conflicts with a day or time period for religious observances of special significance to them. The faculty will return the form to the student detailing how the student's need for accommodation will be met. The accommodation request will be within reasonable limits.

9.2 Notifying Work Placement Supervisor

In the case of an external work placement, clinical placement or practicum, it is the student's responsibility to inform their supervisor at least two weeks prior to their need for accommodation regarding religious observances. If the student encounters any difficulties they should contact their co-op officer or faculty member.